

REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (POSITION DESCRIPTION FORM)		1. NAME OF EMPLOYEE ESPINOSA ELIZA DADOLE (Family Name) (Given Name) (Middle Name)	
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE	
4. DEPT./BRANCH/DIVISION INSTITUTE OF TROPICAL ECOLOGY & ENVI. MGT. (ITEEM)		5. WORK STATION/PLACE OF WORK VISCA, BAYBAY CITY, LEYTE	
6a. PRES. APPRO. ACT/ BOARD RES/ ORD. NO.	6b. PREV. APPRO ACT/ BOARD RES/ ITEM NO.	7a. SALARY P.A.:	
		7b. OTHER COMPENSATION: PERA/ACA	
8. OFFICIAL DESIGNATION OF POSITION ASSISTANT PROFESSOR III		9. WORKING PROPOSED TITLE	
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)	
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS MUNICIPALITY [] CITY [<input checked="" type="checkbox"/>] PROVINCE [] 1 ST 2 ND 3 RD 4 TH 5 TH 6 TH [] [] [] [] [] []			
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
PERCENT OF WORKING TIME		D U T I E S	
70%		INSTRUCTION 1. Teaches assigned subject and performs other teaching related functions, among others the following: a. Prepared teaching materials/guides and submit to department head. b. Conducts examination (mid/final/long hours/quizzes). c. Checks test papers and return 1 week after exam. d. Submits grade sheet and turn over class records to department head tow weeks after final examination. 2. Member in different committees. 3. Participate in the co-curricular activities.	
30%		RESEARCH/EXTENSION AND OTHERS 1. Conducts research and extension project. 2. Submits periodic research/extension reports and terminal reports; 3. Acts as resource persons/MPA evaluators and presents paper in seminars/ trainings/ conferences/symposia; 4. Attends seminar/conferences/trainings; 5. Participates in meetings and departmental/college/universities activities; and 6. Attends committee meetings and acts as committee member/chairman; 7. Perform other functions assigned by the Director.	
100%			

14. POSITION TITLE OF IMMEDIATE SUPERVISOR DIRECTOR, ITEEM		15. POSITION/TITLE OF NEXT HIGHER SUPERVISOR DEAN, COLLEGE OF FORESTRY & ENVI. SCIENCE		
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than 7, list only by their item nos. and titles)				
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. Ballpen, Pencil, Desktop/Laptop Computer & Printer, Whiteboard & Pens, LCD Projector, SCUBA Gears, Lab./Field Eqpt.				
18. CONTACT		19. WORKING CONDITION		
	Occasional	Frequent		
General Public	[<input checked="" type="checkbox"/>]	[]	Normal Working Condition	[<input checked="" type="checkbox"/>]
Other Agencies	[<input checked="" type="checkbox"/>]	[]	Field Work	[<input checked="" type="checkbox"/>]
Supervisors	[]	[<input checked="" type="checkbox"/>]	Field Trips	[<input checked="" type="checkbox"/>]
Management	[]	[<input checked="" type="checkbox"/>]	Exposed to Varied Weather	[<input checked="" type="checkbox"/>]
Others (Specify)			Others (Specify)	
<u>students</u>	[]	[<input checked="" type="checkbox"/>]		[]
20. I CERTIFY that the above answers are accurate and complete.				
_____		ELIZA D. ESPINOSA		
DATE		SIGNATURE OF EMPLOYEE		
21. Describe briefly the general function of the Unit or Section. The Institute strives for the attainment of the well-being of the people in the Visayas through effective and highly developed resources and the generation, dissemination and application of relevant knowledge and technology in tropical ecology.				
22. Describe briefly the general function of the position. To perform the three-fold functions which are instruction, research, and extension including production activities.				
23. Indicate the required qualifications by years and kind of education considered in filling up a vacancy for this position. (Keep the position in mind rather than the qualifications of the present incumbent. This item should be filled for all positions other than teaching). Education: <u>Masteral degree in the field of specialization.</u> Experience:				
24. Licenses or certificates required to do this work, if any. SCUBA Diver, MS Degree				
25. I HEREBY CERTIFY that the above answers are accurate and complete.				
_____		HUMBERTO R. MONTES, JR.		
DATE		SIGNATURE & TITLE OF IMMEDIATE SUPERVISOR		
26. APPROVED				
_____		EDGARDO E. TULIN		
DATE		HEAD OF AGENCY		